

## **Job Description for Advocacy Director**

### **Mission:**

The mission of Housing Action New Hampshire (HANH) is to create a broad coalition of effective advocates for the housing needs of low-income people in New Hampshire and for the needs of organizations that provide housing or other services to lower-income people.

### **Director is responsible to:**

HANH's Governing Council.

### **General Responsibility:**

The Director organizes, facilitates and manages HANH's activities.

### **Specific Responsibilities:**

#### Membership

- Supports all aspects of the membership program including such tasks as:
  - Actively recruiting new HANH members.
  - Maintaining regular communication with all HANH members and partners.
  - Maintaining member database.
  - Monitoring dues payment.
  - Other tasks necessary to grow and sustain a strong membership base.

#### Policy Coordination and Advocacy

- Tracks relevant federal, state and local policy matters.
- Analyzes housing policies, proposed legislation and regulation and then works with HANH members to identify the most critical issues for action by HANH.
- Prepares and disseminates policy briefs, action alerts and talking points.
- Recruits and trains advocates, including training board members of HANH members.
- Coordinates the lobbying activity of HANH members.
- Coordinates HANH's participation in the New England Housing Network, the National Low Income Housing Coalition and other national and regional advocacy networks.

#### Grants Management and Fundraising

- Identifies potential funding sources.
- Prepares grant applications.
- Cultivates relationships with potential funders, donors and members.
- Monitors compliance with grants and contracts and prepares appropriate reports.

#### Administration

- Staffs the HANH's Governing Council meetings.
- Coordinates the implementation of Governing Council decisions and program plans.
- Maintains HANH website.
- Manages the planning and logistics of the Annual Membership Meeting.

#### Other

- Conducts other required duties to ensure strong membership and effective advocacy.

**Qualifications:**

- Unwavering commitment to HANH's mission.
- Bachelor's degree.
- Experience in areas such as: community organizing or advocacy; affordable housing or community development; public policy in housing or a related social justice field.
- Demonstrated ability to carry out the responsibilities described above.
- Success raising money via grants and sponsorships.
- Proven ability to work independently, including the ability to anticipate project needs, discern work priorities and meet deadlines with minimal supervision.
- Ability to think analytically and synthesize complex information.
- Excellent interpersonal skills both in person and by phone.
- Excellent communication skills, including writing, proofreading and speaking.
- Proven customer service ethic and high expectations for quality.
- Excellent attention to detail.
- Proficiency with Microsoft Word, Excel, meeting scheduling and other office software programs, including excellent word-processing skills and proficiency with mail merges and web searches.
- Ability and willingness to flex hours to meet the demands of the job over the course of the year.
- Willingness to travel around the state and outside of the state; must have valid driver's license.

**Physical Requirements of the Position:**

- Moderate physical effort, including ability to lift up to 25 lbs.
- Regular use of keyboard.
- Able to drive for travel around the state.

**Schedule and Time Requirements:**

- This is an approximately  $\frac{3}{4}$  time position with the amount of time required varying from 20-40 hours per week depending on fluctuations in the legislative calendar, etc.